



**ST. JOHN EVANGELICAL**  
LUTHERAN CHURCH

### **Youth & Family Ministries Coordinator Job Description**

**Senior Pastor Effective: 4/4/24 Full-time, 40 hours per week**

**Exempt**

**Starting Salary: \$18/hour plus health insurance and pension**

#### **Job Summary**

**The Youth & Family Ministries Coordinator will facilitate K-12 faith formation in collaboration with the Board of Parish Education, the Youth & Family Ministry Board, and other volunteers.**

#### **Essential Functions:**

- **Initiate and coordinate regular events for middle school & high school youth**
- **Organize and oversee Sunday School and the Confirmation programs**
- **Provide leadership and organization for the After School Program**
- **Facilitate the annual Christmas Program, VBS, and First Communion Instruction**
- **Provide opportunities for youth to engage in service and go on mission trips**
- **Collaborate with Youth & Family Ministry Board to provide occasional family events**
- **Participate in staff, Parish Education, and Youth & Family Ministry board meetings**

#### **Other Responsibilities:**

- **Coordinate and oversee any needed fundraising for youth events**
- **Assist Parish Education and Youth & Family Ministry Boards in managing their budgets**

#### **Minimum Qualifications:**

- **High school diploma or GED**
- **Ability to share the Christian faith in a Lutheran context**
- **Able to work evenings and weekends and maintain flexible working hours as determined by the needs of the ministry**

#### **Core Competencies:**

- **Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.**
- **Influencing Others: Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and nonverbal skills to communicate respect**

for others, and to generate energy passion and commitment to an idea; creates an environment that others want to participate in.

- **Delegation:** Clearly and comfortably delegates both routine and important tasks and decisions; appropriately shares authority and responsibility; creates accountability; sets clear objectives and measures, monitors process, progress and results; builds feedback loops into the work; trusts people to perform their own work.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
- **Conflict Management:** Understands the dynamics of human negotiation among conflicting interest groups and how to achieve mutual agreement; embraces constructive conflict as a means to promote growth; reads situations quickly; can find common ground and get cooperation with minimal anxiety.
- **Organizational Knowledge:** Knowledgeable about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision-making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.
- **Priority Setting:** Spends his/her time and directs the time of others to what is important; quickly zones in on the critical issue, and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.
- **Team Orientation:** demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.

#### **Goals for the Coming Year:**

- Collaborate with Youth and Family Board to plan and implement a middle and high school youth group with regular gatherings and events.
- Collaborate with Parish Education Board, Pastor Russ, and Intern Beth in the development, planning, and implementation of the 2024-25 confirmation program.
- Collaborate with Youth and Family Board to plan and implement at least 3 family events in the coming year.
- Collaborate with the Parish Education Board and other volunteers in continuing the After School Program.

## **Business Manager Job Description**

<b>Reports To:</b>	Senior Pastor	Effective: 9/1/22
<b>Directly Supervises:</b>	Financial Assistant	
<b>Status:</b>	Part-time, 10-15 hours per week	
<b>FLSA:</b>	Non-exempt	

### **Job Summary**

The business manager will provide oversight of St. John Lutheran Church's finances and business practices in cooperation with the church council and finance board.

### **Essential Functions:**

- Manages receipts, disbursements, and payroll
- Maintains accurate records of all gifts, investments, funds, and staff time off
- Assists the church council and boards in the annual budgeting process
- Initiates the preparation of all needed tax documents
- Provides financial reports to the church council, finance board, and congregation
- Assists the finance board in an annual review of insurance coverages
- Coordinates drug testing and driver requirements for the church bus
- Participates in staff, church council, and finance board meetings

### **Other Responsibilities:**

- Assists those who call or come to the church when the church secretary is away
- Maintains employee personnel files in the business office
- Assists with an audit by a CPA firm every three years

### **Minimum Qualifications:**

- High school diploma or GED
- Proficiency with current accounting practices
- Proficiency with online banking and online financial practices

### **Core Competencies:**

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the

congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- **Conflict Management:** Understands the dynamics of human negotiation among conflicting interest groups and how to achieve mutual agreement; embraces constructive conflict as a means to promote growth; reads situations quickly; can find common ground and get cooperation with minimal anxiety.
- **Delegation:** Clearly and comfortably delegates both routine and important tasks and decisions; appropriately shares authority and responsibility; creates accountability; sets clear objectives and measures, monitors process, progress and results; builds feedback loops into the work; trusts people to perform their own work.

#### **Goals for the Coming Year:**

- Be able to process and record church offerings (traditional and electronic) within one month of start date.
- Be able to process payroll alone within 3 months of start date.
- Within a year, be able to demonstrate an understanding of the church's accounts and funds by being able to accurately answer questions about them when reporting to others.